



Michigan Department of State Police

# Emergency Management Division

## Informational Letter

4000 Collins Road  
P.O. Box 30636  
Lansing, Michigan 48909-8136



Volume: 03-11

October 3, 2003

**Subject: State Homeland Security 2003 Grant Program Overview**  
**Attention: Local, District and State Emergency Management Coordinators**

This information is to inform you of a grant opportunity which has been extended to Michigan's public school system.

The grant, entitled FY2003 State Homeland Security Grant Program Part II, will provide financial assistance to state and local first responders for costs associated with increased preparation for homeland security. School buildings throughout the State of Michigan have been identified as critical infrastructures, thereby allowing them to benefit from Homeland Security grant funding.

Upon completion of specific initiatives contained within the attached grant agreement, the Michigan State Police, Emergency Management Division, Homeland Security Section, will reimburse related costs up to \$2,200 per building. Each element, completed in a building block approach, will enable each participating school building to prepare for and complete a CBRNE (chemical, biological, radioactive, nuclear and explosive) response training exercise for each building.

Each school district will have an opportunity to identify specific school buildings that will participate in this grant program. Each participating building will be required to complete the following main elements:

**Risk Analysis** – Each school will be required to complete a Risk Analysis from a template provided through the Michigan State Police, Emergency Management Division, Homeland Security Section.

**School Safety Response Plan** – Each school will be required to update their School Safety Response Guide (1999 P.A. 102), incorporating the "CBRNE" concept, and working through a template of information provided.

**CBRNE Training Exercise** – Each school individually, working in conjunction with schools within their district, or in a coordinated effort with their community, will participate in a simulated exercise to a CBRNE event. Training and information will be provided to successfully complete this initiative.

**Post Exercise Evaluation/After Action Report** - Each district will be required to complete and submit a CBRNE Post Exercise Evaluation/Needs Assessment using a provided template.

Additional information regarding this grant and an introductory workshop are attached.

Superintendents, whose district may be located within your area of responsibility, may be contacting you for the purposes of attending a grant workshop as one member of an assembled emergency response team. Grant managers may also contact you for the purposes of retaining your services in completing elements within the grant. Districts are directed to employ their procurement procedures, when contracting services.

Additional information regarding this grant and important dates within the grant cycle will be made available at the grant workshops, as well as future mailings. Questions regarding this grant opportunity can be directed to Sgt. Jerry King at 517-336-6655 or [KingJL1@michigan.gov](mailto:KingJL1@michigan.gov).

Sincerely,

JOHN ORT, CAPTAIN  
Deputy State Director of Emergency Management

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# The Michigan Safe Schools Initiative

## Presents

### ***"Homeland Security Executive Seminar: Are Our Schools Prepared?"***

#### **Workshop Agenda**

8:30 a.m.	Registration
9:00 a.m.	Welcome and Opening
9:30 a.m.	Homeland Security Overview
10:00 a.m.	FY 03 State Homeland Security Grant Program – Part II <ul style="list-style-type: none"><li>- Schools Identified as Critical Infrastructures under Part II<ul style="list-style-type: none"><li>- Reimbursement Elements<ul style="list-style-type: none"><li>o Risk Analysis</li><li>o Hazardous Response Plan</li><li>o CBRNE Training Exercise</li></ul></li><li>- Reporting Requirements</li></ul></li></ul>
11:00 a.m.	Incident Command System (ICS) Overview
11:30 a.m.	Lunch
12:00 noon	ICS Scenario/Tabletop Discussions
1:00 p.m.	Overview of Homeland Security Grant - Parts I and II
1:30 p.m.	General Q & A
	Closing Remarks
2:00 p.m.	Adjournment

#### **Workshop Locations/Dates**

<b>Monday, October 13, 2003</b> Lake Superior State University 650 W. Easterday Avenue Sault Ste. Marie, MI 49783 TX: 888-800-LSSU FX: 906-635-2111	<b>Tuesday, October 28, 2003</b> Detroit Yacht Club One Riverbank Road, Belle Isle Detroit, MI 313/824-1200
<b>Tuesday, October 14, 2003</b> Northern Michigan University 1401 Presque Isle Avenue Marquette MI 49855 TX: 906-227-MEET Loc: Michigan/Huron/Erie Room	<b>Wednesday, October 29, 2003</b> Grand Rapids Community College Applied Technology Center 143 Bostwick NE Grand Rapids MI 49503 TX: 616-234-GRCC ext. 6
<b>Thursday, October 16, 2003</b> Week Days Conference Center 5081 Torrey Road Flint MI 48507 TX: 810-760-1444 ext. 211	<b>Monday, November 3, 2003</b> Sheraton Lansing Hotel 925 S. Creyts Road Lansing, MI TX: 517/323-7100
<b>Monday, October 27, 2003</b> Holiday Inn – Grayling 2650 S. I-75 Business Loop Grayling MI 49738 TX: 989-348-7611 Loc: Evergreen Room	<b>Wednesday, November 5, 2003</b> Washtenaw ISD 1819 S. Wagner Road Ann Arbor MI 48106-1406 TX: 734-994-8100 ext. 1273 FX: 734-994-2203

DATE: September 24, 2003

TO: Police Chief/Sheriff/MSP Post Commander  
Fire Chief  
Local Emergency Management Coordinator

FROM: Michigan Safe School Initiative

RE: **Homeland Security Executive Seminar: Are Our Schools Prepared?**

In Michigan, school buildings have been identified as critical infrastructures, allowing them to directly benefit from Homeland Security grant initiatives. This workshop will address the issue of school safety in the context of Homeland Security and the possibility of a chemical, biological, radiological, nuclear or explosive (**CBRNE**) incident, with grant dollars available for risk analysis, hazardous response planning and training exercises.

It can happen any time, in any school building in our country. If a **CBRNE** incident occurred in or around your local schools, would you know what to do? As a superintendent, police or fire chief or emergency manager, your response **will** make the difference between calm and chaos, courage and fear, or even life and death.

The Michigan Safe Schools Initiative (MSSI) workgroup is again partnering with the School of Criminal Justice and the College of Education, along with the Michigan State Police, Emergency Management Division, to present a one-day workshop entitled, "**Homeland Security Executive Seminar: Are Our Schools Prepared?**" This workshop is designed to bring together a team of local executive leaders from each school district and its community to collaboratively develop a Homeland Security Response Plan.

**Grant requirements:**

The superintendent of each school district has been identified as the project manager, identifying those school buildings under their jurisdiction that will participate in this grant program. The provisions of the grant will require that a team of community emergency response leaders assist the superintendent in meeting the requirements of the grant agreement. If your agency will be involved in this grant project, please contact the school superintendent in your response area to ensure participation.

The objectives of the workshop include:

- Developing a shared understanding of Homeland Security issues within the Executive Level Team
- Taking advantage of grant dollars that are now available to assist school buildings in:
  - Assessing risk
  - Fulfilling the intent of PA 102
  - Practicing the building's response to a CBRNE incident
- Developing a shared language to enhance communication and build networks within the community to ensure that the entire community is involved in developing the plan and is familiar with anticipated responses to a CBRNE incident
- Develop a shared understanding of key concepts across the many disciplines involved in planning, responding and recovering from a CBRNE incident

This one-day workshop will be held at eight different locations across the state (**agenda and workshop schedule on reverse side of this letter**). A fee of \$25 per participant or \$100 for a team of five will cover lunch, refreshments and resource materials, so please contact your school superintendent if you wish to participate.

Your community and your children will depend on you for their safety in a critical incident. You need to be ready – and we can help.

If you have any questions, please contact Colleen Mohr or Sgt. Jerry King, Michigan State Police, Emergency Management Division, Homeland Security Section at 517/336-6464 or 517/336-6655 respectively.